

# **VRIS UPDATE**

## **TRAVEL POLICY Effective 12/18/2008 Number 203**

### **SUMMARY OF UPDATES**

The travel policy on the required use of state cars has been revised. All VR employees will follow the Department's policy of allowing the use of a personal car, but with reimbursement at a lower mileage rate if a state pool car was available for use.

### **VRIS POSTING**

The revised policy has been posted to VRIS: Program Manual, State Car Policy

### **FORMS REVISED**

The expense reimbursement form has been revised to reflect whether personal mileage is being claimed as a result of employee convenience (E) or Department approval (D).

### **QUEST UPDATE**

QUEST has been programmed to ask the user to identify if the mileage they are claiming is a result of employee convenience, and if so will figure the mileage reimbursement at the lower rate.

### **TEAM COMMUNICATION**

Office Directors should review the revised policy with their team as soon as possible.

### **LEADERSHIP CONTACT**

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